

Department of Transportation
 Division of Transportation Planning
Transportation Planning Rotation Agreement

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|---|---|--|--|--------------------------|--------------------------|
| OBJECTIVE | ROTATEE'S GOAL | ROTATEE'S ASSIGNMENT | | | |
| | To gain experience in • | | | | |
| TERMS | It is agreed that _____ a(n) _____ <small style="margin-left: 400px;">Classification</small> | | | | |
| | will rotate from _____ to _____ <small style="margin-left: 100px;">District/Division/Program</small> <small style="margin-left: 350px;">District/Division/Program</small> | | | | |
| | from _____ to _____ <small style="margin-left: 100px;">Month / Day / Year</small> <small style="margin-left: 350px;">Month / Day / Year</small> | | | | |
| | TIMEKEEPING: Your permanent source unit will remain the same throughout your entire rotation. Charge your time to the Charge District and EA to which you are assigned. | | | | |
| | Rotation Home Base: _____ No change in personal position assignment. | | | | |
| | _____ | OWD | Receiving Unit | Loaning Unit | Does Not Apply |
| | 1. Provide travel/per diem EA _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>In addition to travel and per diem expenses incurred during the normal activities of this rotation assignment, pay expenses under Long Term Assignment guidelines of the department's Travel Guide* as follows:</i> | | | | |
| | 2. Pay travel expense at beginning and end of rotation assignment only (includes air, rail, bus and private car) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Pay travel expense during rotation assignment (bus, private car, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Assume travel expenses home on all weekends during temporary reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Pay travel expenses home every other weekend during rotation assignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | *See the department's Travel Guide or call Accounts Payable at 916 227 9092 for clarification. | | | | |
| SIGNATURES | ROTATION COORDINATOR | RECEIVING UNIT | LOANING UNIT | | |
| | Donna Pulverman, Office of Workforce Development, Div. of Transp. Planning | | | | |
| | _____ Coordinator's Name (Print or Type) | _____ Supervisor's Name (Print or Type) | _____ Supervisor's Name (Print or Type) | | |
| | _____ Coordinator's Signature | _____ Supervisor's Signature | _____ Supervisor's Signature | | |
| | _____ Date | _____ Date | _____ Date | | |
| This agreement is cancelable by the employee or participating supervisors. At the discretion of the Division, and due to program cuts this position may have to be recalled immediately. A copy will be kept in the employee's personnel file. | | | | | |
| | _____ Employee Signature | _____ Date | | | |